

Sample Excerpts from
California JusticeCorps
Superior Court of California, County of Los Angeles
2006 - 2007 JusticeCorps Member Contract

Section I.

I, _____, (JusticeCorps Member name, printed), accept the invitation to participate as a JusticeCorps Member in **the California JusticeCorps program**, an affiliated program of the AmeriCorps National Service Network and the California Service Corps. The terms and conditions of service defined in this JusticeCorps Member Agreement have been designed to conform to the regulations and guidelines established by the Corporation for National Service (hereinafter, the Corporation) which shall provide further authority for this agreement.

California JusticeCorps Program Goals

- California is experiencing an explosion in the number of individuals appearing in court without legal representation on a variety of matters from family law to housing issues. The majority of these individuals do not obtain professional help because they cannot afford it.
- The goals of **California JusticeCorps** are to serve self-represented litigants who face many obstacles in their attempts to resolve important legal matters, to provide a positive experience for JusticeCorps Members, and to strengthen the Greater Los Angeles community. I understand the importance of and accept my role and responsibility for building a strong national service program with direct and demonstrable results for the Greater Los Angeles Area, for California, and for the Nation.
- This Member Agreement defines the mutual responsibilities of **JusticeCorps** and the JusticeCorps Member. **JusticeCorps** reserves the right to amend this agreement, as necessary, during the year. (*Please see "Agreement Modifications and Amendments" below.*) I agree to abide by the standards and consequences outlined in the Contract.

Member Initial: _____

Term of Service: This term of service begins on **September 16, 2006**. This is a ten to twelve month term of service and must be completed no earlier than May 16, 2007 and no later than August 17, 2007. Within this timeframe the Member must provide a minimum of 300 hours of service. *Please note: graduating seniors are strongly encouraged to complete the JusticeCorps program by the end of the academic year (May or June 2007, depending on whether you are enrolled on a semester or quarter system).

Successful completion of your term of service also requires the following:

- Of the 300 hours served, a maximum of 20% of these hours (60 hours) may be in training, education or other similar approved activities.
- Members must participate in mandatory reflection sessions. These sessions will be conducted by a representative from your campus. Each Member will be assigned to a JusticeCorps university representative at orientation.
- Members must attend four mandatory trainings held throughout the Member's term of service. These trainings are held on Saturdays. The dates are listed in this Contract. All absences must receive approval from the central program office prior to the date of the training. Absences are approved on a case by case basis only and are left up to the discretion of the central program staff. Unexcused absences are prohibited.
- Members must be trained at a level to prepare you to conduct appropriate levels of service. You will receive substantive law training at orientation, on-site, and during special trainings

made available throughout the program year. The content of these trainings will be based on the needs of the Members. Each individual Member may be required to attend additional training sessions if it is determined that more knowledge is needed.

- Members must pass the Superior Court's Local Background/Security Clearance Check and a Live Scan (fingerprinting) conducted either at your University Police Department or at the Superior Court in Downtown Los Angeles.
- Members must participate in a minimum of one AmeriCorps National Service Day.
- The Member understands that in order to successfully complete the term of service, the Member must receive satisfactory performance reviews for the term of service.
- In order to complete 300 hours of service in the time frame allotted, **Members must serve a minimum of 6-8 hours per week.** The JusticeCorps Coordinator and site supervisor may approve holidays, leave requests, or other absences, but Members understand that these absences do not count toward the required number of service hours and may affect my eligibility for the education award. Leave requests must be in writing 10 working days prior to date it is needed. Leave may be denied if Member is lacking in required number of service hours. The Director will review emergencies on a case by case basis.

I agree to serve a minimum of 300 service hours, participate in one service day project, attend four trainings and all reflection sessions as mandated by the program which must be completed to be eligible for the post-service education award, and I will follow protocol for taking a temporary leave of absence if a leave is required.

Member Initial: _____

Service Schedule and Proposed End Date

Month	Hours of Service Per Week	Monthly Total
September	Six	27 hours (including orientation)
	Eight	31 hours (including orientation)
October	Six	51 hours
	Eight	63 hours
November	Six	75 hours
	Eight	95 hours
December	Six	105 hours
	Eight	135 hours
January	Six	129 hours
	Eight	167 hours
February	Six	153 hours
	Eight	199 hours
March	Six	183 hours
	Eight	239 hours
April	Six	207 hours
	Eight	271 hours
May	Six	231 hours
	Eight	*300 hours. You Finished. Congratulations!
June	Six	261 hour
July	Six	285 hours
August	Six	*300 hours. You finished. Congratulations!

* This total does not include reflection sessions and trainings, which are also counted towards your 300 hours of service. The three hundred hours of service can easily be reached prior to August 17th if you maintain a consistent schedule and attend all required trainings. Graduating seniors are encouraged to finish by the end of the academic year (May or June 2007).

- I understand that it is my responsibility to keep a copy of my timesheet and to add up my monthly hours to ensure that I am on track to complete my term of service within the contract terms.
- I understand that if I complete the minimum of 300 hours before my completion date as specified in this contract, that I must continue serving until the earliest contract ending date (May 16, 2007).

Member Initial: _____

Position Description:

JusticeCorps Member minimum qualifications include the following:

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Essential Skills

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JusticeCorps Member Position Description: While the exact duties of each JusticeCorps Member will vary depending upon placement, the following provides a general description of Member duties.

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Member Initial: _____

Section II Benefits

Travel Benefits: JusticeCorps Members are entitled to receive reimbursement for program-related transportation expenses as follows:

Education Award:

Member Initial: _____

Section III

Project Assignment/Service Activities: I agree to perform ten (10) to twelve (12) months of service at an assigned service location. I understand that my participation in the JusticeCorps program is an important commitment and I will arrange my schedule so that I will be available during the service and training schedule established by JusticeCorps.

I understand that I will be assigned to a service placement by the JusticeCorps program staff. If I have any questions or concerns regarding my service site placement, I will discuss these issues with the JusticeCorps Director or Coordinator. I also understand that the JusticeCorps program staff will create my initial service schedule. If changes need to be made to this schedule, I will consult directly with the JusticeCorps program staff and my site supervisor.

Member Initial: _____

The 2006-2007 JusticeCorps Service and Training Schedule is as Follows:

June-September
September 16th & 17th
September Week of 18th-26th
October Week of 2nd
October 3rd

October 7th
October 14th

November 18th

Complete Live Scan
JusticeCorps Orientation
Service Site Observation and Court Tours
Direct Service to Litigants Begins
JusticeCorps Swearing In Ceremony at Stanley Mosk
Courthouse in Downtown LA
Community Mapping Project
Mandatory Training and Reflection Session: Working with
Diverse Populations
Mandatory Training and Reflection Session: Connecting
and Communicating with Litigants and Staff

January	Reflection session (Date and time will vary by campus)
January 13-15 ^h	Martin Luther King, Jr. Service Day(s): TBD
February	Shadow Day/Month (optional but don't miss it!)
	One on one meeting with University Representative (February-March)
February 3 rd	Site Reflection Session: (time and place will vary by campus)
	Mandatory Training and Reflection Session: Why Does (S)he Stay with Him (her)? Domestic Violence Workshop
March 31- April 1	Cesar Chavez Service Day(s): TBD
April 21	Mandatory Training and Reflection Session: Life after AmeriCorps
May-June	Final Reflection Session (time and place will vary by campus)
June	LA Works Service Day
June 20 (tentative)	Recognition Ceremony

This schedule is subject to changes and additions based upon training needs and facility, or trainer changes. Additional trainings for substantive law will be added during the program year. Most substantive law trainings will be provided at each service site.

Members must attend all mandatory trainings, reflection sessions, and participate in a minimum of one service day project. All absences must receive approval from the central program office prior to the date of the event. Absences are only approved on a case by case basis and are left up to the discretion of the central program staff. Unexcused absences are not permitted.

I understand that it is my responsibility to contact the JusticeCorps program staff within 48 hours if an emergency prevents me from attending a mandatory event. Training sessions and/or service days not specified in this contract cannot be substituted or added without prior approval from the JusticeCorps program staff.

Member Initial: _____

Section IV

Contract Modifications and Amendments:

(1)

Section V

Rules of Conduct:

All JusticeCorps Members are expected to comply with all terms of the JusticeCorps Program Manual and Superior Court of California County of Los Angeles Volunteer/Intern Policies and Procedures provided to each Member at orientation as well as the terms contained herein, including but not limited to the following:

A) JusticeCorps Dress Code:

B) Standards of Professionalism

Members are expected to adhere to the following guidelines for professional behavior.

- Arrive on time for service duties
- Contact the site supervisor if unable to attend service and follow protocols for making up missed hours
- Provide supervisor with a minimum of 48 hours notice if unable to attend service activity

- Maintain open and frequent communication with site staff about daily duties
- Avoid criticizing site staff or operating site policies, both while at the service site and in public
- Demonstrate mutual respect toward the public, fellow Members, service site staff, and JusticeCorps staff
- Maintain a pleasant and positive attitude
- Refuse to allow interpersonal conflicts with Members or staff to interfere with service or affect professionalism
- Inform site supervisor about any problems encountered at the service site, in the field, or in public
- Make an effort to learn, understand and blend with the culture and “norms” of the service site
- Follow rules and directions given by direct Supervisors, JusticeCorps University Representative, and the JusticeCorps program staff

C) Fraternization Between Staff, Members, and Service Recipients

In order to maintain a standard of professionalism and responsibility in leadership, it is necessary to establish guidelines for personal relationships between JusticeCorps Members, service recipients, site supervisors, and program staff.

JusticeCorps Members may not engage in any of the following behaviors:

- Possess, use, or be under the influence of a controlled substance at any JusticeCorps program or service site
- Accept gifts from litigants
- Give or loan a litigant money or other personal belongings
- Give a litigant or community partner/JusticeCorps staff a ride in a personal vehicle
- Give or exchange personal information with a litigant, including the Member’s or the litigant’s home address, phone number, or email
- Tolerate or participate in any verbal exchange of a sexual nature or engage in behavior that might be perceived as a sexual advance with a litigant or community partner/JusticeCorps staff or university representative
- Engage in any type of business with clients during the term of service
- Enter into personal relationships with litigants or community partner/JusticeCorps staff representative during the term of service.

JusticeCorps Members have a responsibility to notify the site supervisor, University Representative, or the JusticeCorps program staff of any family or social relationship with site staff, University Representatives, JusticeCorps staff, other current JusticeCorps Members, and/or the litigants they serve through their JusticeCorps service. The determination of the appropriate actions to be taken shall be at the discretion of the site supervisor in consultation with JusticeCorps staff, or of JusticeCorps program staff. Actions may include, discussing confidentiality and clearly setting expectations, removing the service recipient from the JusticeCorps Members case load, re-defining the Member’s duties, or transferring the JusticeCorps Member to an alternate service site. The actions taken shall be to best support the success of the Member in their service position.

JusticeCorps Members are prohibited from using their position as a court intern to obtain direct legal advice or counseling from a site supervisor or staff. Family members and friends in need of assistance may utilize services provided to the general public, but they cannot receive special treatment at any of the Self-Help programs served by JusticeCorps.

D. Code of Conduct:

The Member understands that the following acts describe the program's code of conduct. Please refer to the Disciplinary Steps below the table for appropriate disciplinary procedures for violation of each code.

E. Other Prohibited Program Activities:

- Individuals may exercise their rights as private citizens and may participate in the above activities on their initiative, on non-AmeriCorps time, and using non-Corporation funds. The AmeriCorps logo should not be worn while doing so.

F. Other Prohibited Activities for Court Volunteers:

- Under no circumstances may a JusticeCorps Member provide legal advice to litigants.

I understand the JusticeCorps Rules of Conduct and will abide by the guidelines outlined in this contract.

Member Initial: _____

Section VI

Member Release

JusticeCorps may release a Member from the program for two reasons: (1) for compelling personal circumstances as demonstrated by the JusticeCorps Member and approved by the JusticeCorps program staff, or (2) for cause:

Suspension and Termination Rules: A Member may be suspended temporarily from service due to unacceptable behavior in accordance with this agreement. A Member may, in accordance with this agreement appeal guidelines, or apply for reinstatement to the JusticeCorps. If the appeal is denied, the Member will be terminated for cause.

Member Initial: _____

Section VII

Grievance Procedures:

1. PRE-COMPLAINT PROCESS:
2. FORMAL COMPLAINT PROCESS
 - a. *Written Grievance
 - b. * Informal Hearing
 - c. * Binding Arbitration

Section VIII

Drug-Free Workplace Act

Section IX

Amendments to this Agreement

Section X

Notice of Non Discrimination

AUTHORIZATION: The Member and Program hereby acknowledge by their signatures below that they have fully read, understand and agree to be bound by all of the terms and conditions of this agreement. (If the Member is under the age of 18 years old, the Member's parent or legal guardian must also sign).

Signature Date

Member Name (Print)

Signature Date

Program Director Name (Print)